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ABSTRACT

The technical assistance and training services which the Office of Technical Assistance and Training (OTAT) offered for Alaskan Natives, Indian Tribes, and the Bureau of Indian Affairs personnel during 1980 are highlighted in this report. The Real Property Management and the Forestry training programs, developed in cooperation with the Office of Trust Responsibility and the Branch of Forestry, Washington, D.C., are described. Other projects and programs discussed include: Shoreline and Coastal Zone Management, Cook Inlet Native Association (training services for Alaskan Natives), School Security Guard Training Project, Safety Training, Education Training, Basic Accounting, General Education Development, Secretarial Science, and the OTAT summer program. Accomplishments of the divisions of Management, Administrative Services, Research and Analysis, and Training Services are detailed. Also included is a forecast of activities to be carried out by each of the divisions during 1981. (CM)

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UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS

OFFICE OF TECHNICAL ASSISTANCE AND TRAINING
P.O. Box 66
Brigham City, Utah 84302

IN REPLY REFER TO:

DEC 1980
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November, 1980

Dear Reader:

Annual Report Fiscal Year 1980 has been developed to provide continuous information about the Office of Technical Assistance and Training and its efforts to provide technical assistance and training services for Alaskan Natives, Indian Tribes and the Bureau of Indian Affairs. The report reflects the successful efforts of many Tribes and Bureau of Indian Affairs personnel who contributed to the many new and exciting "programs for people" at OTAT.

OTAT's mission is to provide technical assistance and training services to Alaskan Natives, Indian Tribes and Bureau of Indian Affairs personnel for the purpose of developing tribal and individual capacity and therefore enhance the goal of Indian Self-Determination.

We hope our first year's report will acquaint you with what is happening at OTAT. You will find information on many projects and programs that have been initiated this past year. Most notably are the Real Property Management and Forestry training programs developed in cooperation with the Office of Trust Responsibility and the Branch of Forestry, Washington, D. C. These two programs are of national concern and were part of OTAT's four-week intensive summer program.

It is our desire that the information contained in this Annual Report will be interesting and beneficial to its readers. We are committed to the goal of providing "quality" technical assistance and training services to our constituency.

Sincerely yours,

John Artichoker, Jr.

John Artichoker, Jr.
Director

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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RC012395

OTAT

DIVISION OF TRAINING
2nd QUARTER FY-81 SCHEDULE

DATE	COURSE TITLE
January 13, 14, 15	Basic Photography
January 13, 14, 15, 16	Human Relations for Secretaries and Office Personnel
January 20, 21, 22	Congressional and Tribal Relations
January 27, 28, 29	Leadership and Supervision Skills
February 3, 4, 5	Basic Accounting
February 10,11, 12	Contracting Under Public Law 93-638
February 24, 25, 26	Public Law 95-561
February 24, 25, 26	Teacher/Teacher Aide Training
March 3, 4, 5, 6	Computer Application in Tribal Government
March 10, 11, 12	Communication Skills
March 17, 18, 19	School Board
March 24, 25, 26	Personnel Management

BRANCH OF LAW ENFORCEMENT TRAINING
FY-81 SCHEDULE

DATE	COURSE TITLE
January 3—March 13	Basic Police Training Class No. 37
January 12—January 23	First Line Supervisors Course No. X
March 17—April 3	Police Communications - Jail Management Training, Class No. III
March 28—June 5	Basic Police Training Class No. 38
May 11—May 22	Basic Police Firearms Instructor Course
June 1—July 3	School Security Guard Course I
June 8—June 19	Executive Management Course No. VI
August 11—August 29	Police Communications - Jail Management Training, Class No. IV

FBI NATIONAL ACADEMY
QUANTICO, VIRGINIA

Session	Dates
124th	1-4 to 3-20-81
125th	3-29 to 6-12-81
126th	6-28 to 9-11-81
127th	9-27 to 12-11-81

CRIMINAL INVESTIGATOR SCHOOL
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA

Class No.	Dates
841	2-4 to 3-25-81
843	3-11 to 4-28-81
846	5-12 to 6-30-81
848	6-17 to 8-5-81
851	7-28 to 9-15-81
853	9-10 to 10-29-81

FOR FURTHER INFORMATION:

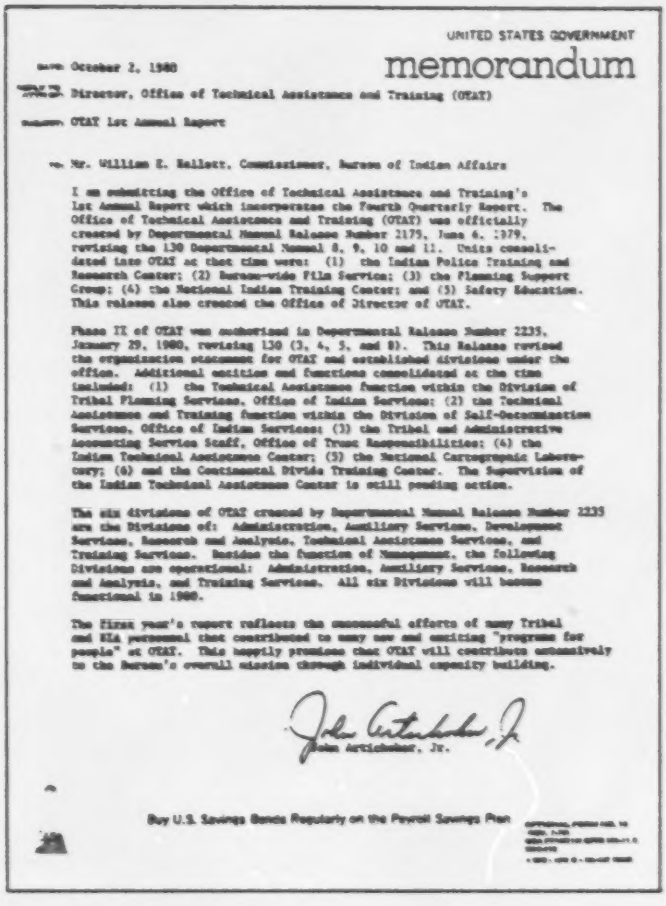
OTAT, P.O. Box 66, Brigham City, UT 84302/(801) 734-2071/(FTS)586-4500
BRANCH OF LAW ENFORCEMENT SERVICES, P.O. Box 66 - Building 32, Brigham City, UT 84302 (801) 723-3132 (FTS) 586-4540

Annual Report
Fiscal Year
1980

Department of the Interior

Bureau of Indian Affairs
Office of
Technical Assistance
and Training
Brigham City, Utah

Administration of existing training programs and special facilities should be consolidated under the Deputy Assistant Secretary--Operations (Commissioner) so as to improve the training and technical assistance capabilities of the Bureau immediately, to meet the needs of its personnel and of Indian tribal governments and Alaska Natives; and these functions should be physically consolidated at a centralized location. *Recommendation 5, BIA Reorganization Task Force Report, March 1978.*



UNITED STATES GOVERNMENT

memorandum

DATE: October 2, 1980

FROM: Director, Office of Technical Assistance and Training (OTAT)

SUBJECT: OTAT 1st Annual Report

TO: Mr. William E. Hallett, Commissioner, Bureau of Indian Affairs

I am submitting the Office of Technical Assistance and Training's 1st Annual Report which incorporates the Fourth Quarterly Report. The Office of Technical Assistance and Training (OTAT) was officially created by Departmental Manual Release Number 2179, June 6, 1979, revising the 130 Departmental Manual 8, 9, 10 and 11. Units consolidated into OTAT at that time were: (1) the Indian Police Training and Research Center; (2) Bureau-wide Film Service; (3) the Planning Support Group; (4) the National Indian Training Center; and (5) Safety Education. This release also created the Office of Director of OTAT.

Phase II of OTAT was authorized in Departmental Release Number 2235, January 29, 1980, revising 130 (3, 4, 5, and 8). This Release revised the organization statement for OTAT and established divisions under the office. Additional entities and functions consolidated at the time included: (1) the Technical Assistance function within the Division of Tribal Planning Services, Office of Indian Services; (2) the Technical Assistance and Training function within the Division of Self-Determination Services, Office of Indian Services; (3) the Tribal and Administrative Accounting Service Staff, Office of Trust Responsibilities; (4) the Indian Technical Assistance Center; (5) the National Cartographic Laboratory; (6) and the Continental Divide Training Center. The Supervision of the Indian Technical Assistance Center is still pending action.

The six divisions of OTAT created by Departmental Manual Release Number 2235 are the Divisions of: Administration, Auxiliary Services, Development Services, Research and Analysis, Technical Assistance Services, and Training Services. Besides the function of Management, the following Divisions are operational: Administration, Auxiliary Services, Research and Analysis, and Training Services. All six Divisions will become functional in 1980.

The first year's report reflects the successful efforts of many Tribal and BIA personnel that contributed to many new and exciting "programs for people" at OTAT. This happily promises that OTAT will contribute extensively to the Bureau's overall mission through individual capacity building.

John Artichoker, Jr.

John Artichoker, Jr.

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

The following is a summary report of accomplishments for Fiscal Year 1980, some of which were directly activated by the Office of the Director and others which were the results of OTAT, Bureau, tribal and Department objectives. This summary includes OTAT accomplishments for the fourth quarter, as well.

PERFORMANCE APPRAISAL TRAINING

OTAT meets schedules

One of OTAT's major contributions to the Bureau's mission was the training of trainers for the implementation of the Civil Service Reform Act and to meet Departmental requirements on Performance Appraisal. The production and the delivery of the complete training manual, video tapes, slide shows and the training of trainers was accomplished by OTAT within critical time limits to ensure meeting the Commissioner's critical elements for implementation of the system Bureauwide.

The timely completion of the Performance Appraisal training led to the establishment of an accountability system for monitoring the progress. The installation of an OMNI Data Point 800 terminal enables OTAT to monitor for the Commissioner's Office the status and progress of the Bureau's Performance Appraisal system. OTAT is working in cooperation with the Division of Systems Development in Albuquerque, New Mexico.

OTAT RENOVATION

Bids let on schedule within appropriated dollars.

One of the highlights of FY 80 was the initiation of action to let bids for remodeling facilities for OTAT use. On September 23, 1980, nine bids were received for renovation of OTAT facilities. The contract was awarded to Warner Kendricks Construction Company of Salt Lake City, Utah. The bid includes the renovation of Building No. 2 at a cost of $923,570. Building No. 2 will be OTAT's primary facility for on-campus training programs for the Branch of Training Services and the Branch of Law Enforcement Training Services. Sandblasting of Building No. 2, renovation of Building No. 68, which will house the Printing and Graphics Section, and the construction of an obstacle course for the Branch of Law Enforcement Services was also approved. Total bid was for $1,289,500. This is well within the $1.5 million appropriated for this purpose and allows for the contingency.

OTAT NEEDS ASSESSMENT FY-80

OTAT develops training programs based on perceived needs of clientele.

OTAT conducted Needs Assessments of Indian Tribes, Alaskan Natives and BIA personnel during 1980. The purpose of these surveys is to determine the kinds of training services needed by OTAT clientele and to develop training courses to be offered during FY 81. Needs Assessments deal with general training needs of Tribes and BIA staff, Alaskan Native Corporations and Law Enforcement Services.

FORESTRY TRAINING

Upon the completion of the Forestry survey conducted in May and June, 1980, OTAT conducted a 46-hour course for Forestry personnel at Brigham City, Utah. Fifty-one foresters attended the session during the last week of June, 1980.

The Director of OTAT has met with the Board of Directors of the Inter-Tribal Timber Symposium to do additional planning for the development of a Bureau-

Director, OTAT	John Artichoker, Jr.
Asst. Dir. Internal Ser.	Ronald Jaeger
Asst. Dir. Consultant	Eugene Leitka
Secretary (Typing)	Mary Ellen Glenn
Clerk-Typist (Temp.)	Deborah Chappel

Comprehensive Forestry Training Program on schedule.

wide Forestry Training program. Meetings were attended in Portland and Denver. The result of these meetings was to initiate a Forestry Intern Program and to develop an additional five-point program. The Portland Area has initiated an Intern Program for ten forestry managers training positions, and a training planning conference with the members of the Inter-Tribal Timber Symposium will be held in Seattle, November 13-14. At that time, video tape presentations will be presented on various tribal and BIA forestry programs. These video tapes were made in the Pacific Northwest by OTAT representatives during the months of July and August.

SHORELINE AND COASTAL ZONE MANAGEMENT

OTAT and Western Washington University cooperate on training program.

Through a cooperative relationship, the Office of Technical Assistance and Training and Western Washington University at Bellingham, Washington, conducted a two-week workshop in Shoreline and Coastal Zone Management. This program was primarily designed for Indian Tribes and Alaskan Natives planning commissions. The courses were college credit courses and the instructors were specifically selected for their expert knowledge in laws concerning shoreline and coastal zoning. There were fifteen participants in this program and their evaluation of the course will be published in the October issue of the "OTAT Highlights."

COOK INLET NATIVE ASSOCIATION

OTAT and Cook Inlet Native Association provide training services for Alaska Natives.

The Office of Technical Assistance and Training, in coordination with the Cook Inlet Native Association (CINA) of Alaska, conducted a two-week intensive course work in five subject areas. The workshops were held at the Elmendorf Air Force Base in Anchorage, Alaska. The sessions were conducted August 4 through August 15, 1980. Members of the OTAT Administration visited the sessions during the final week and personally interviewed a number of the 78 Alaskan Natives that participated in one or two of the following course offerings: 1) Personnel Management and How to Deal with Employee Absences, 2) How to Develop a Financial Management System, 3) Basic Bookkeeping and Accounting for Non-Accountants, 4) Public Relations and How to Hold Effective Meetings, and 5) Alcoholism and Drug Abuse Counseling. Participants expressed a great deal of enthusiasm with the instructional methods, as well as the value of the material and information dispensed by the instructors.

SCHOOL SECURITY GUARD TRAINING PROJECT

OTAT Law Enforcement Training School Security Services to provide guard training.

A distinctive and especially designed curriculum has been completed through a cooperative working relationship between the Office of Technical Assistance and Training and the Law Enforcement Training and Consultant Services of Brooklyn, New York. The curriculum addresses the unique consideration to the background of Indian students in the Bureau Boarding schools.

The curriculum has been in the development for a number of months with much deliberation concerning the content. In-depth research was necessary on the part of the curriculum writers, as well as long sessions with education people and members of the Indian Law Enforcement Training Center personnel at OTAT. The theme of the training program is to be more directed to providing counseling

and be more of an assistance to the students rather than being trained to represent authority and to enforce rules. The curriculum developers' primary concerns were that the security personnel understand the student characteristics and the usual causal factors leading to behavioral differences.

The training program is scheduled to begin June 1 through June 3, 1981. This course will be offered for college credits from various universities either in the Political Science or Criminal Justice Departments.

SAFETY TRAINING

The required Safety Training program is clearly defined in 29 CFR 1960.20 for Bureau Personnel. It mandates a specified number of training hours that all supervisors must comply with in the area of Health and Safety concerning occupational hazards and career development in the field of safety.

Currently, the Division of Safety, Bureau of Indian Affairs, Albuquerque, New Mexico is consolidating a comprehensive package designed to initiate a training program for management throughout the Bureau. This training initiative includes Indian Health personnel. The overall concept in this approach is that OTAT and the Division of Safety, in a cooperative effort, are to carry out the training. OTAT's part is to take the comprehensive identified needs, as well as the mandated training needs, and develop a training package addressing the specifics that have been identified by Safety Division. The Chief of the Division of Safety feels that this cooperative venture will be initiated soon. The comprehensive compilation of necessary material geared to meet the mandated training is now being completed and OTAT is prepared to assume its responsibility.

OTAT produces award winning motion picture training films for Division of Safety.

During the past fiscal year, the initial stages of this activity have been implemented by making five movies. The titles of these movies are: "City and Interstate Driving", "School Fire Alert", "Buckle Up", "Cause of Accident: Speeding", "Parent and Community Involvment". The National Safety Council has commended the Division of Safety and the Office of Technical Assistance and Training on the "City and Interstate Driving" film that has been done in English and in the Choctaw Indian language. It is anticipated that several of these movies will receive national acclaim and awards through various private and federal agencies.

EDUCATION TRAINING (P. L. 95-561)

OTAT and OIEP cooperate to meet the training needs of Education programs.

During FY 80, OTAT provided extensive technical assistance and training services to the Office of Indian Education programs pertaining to P. L. 93-561. Included among these services were the following:

* Development of a School Board Training package, a portion of which has already been mailed to the field.
* A completed training needs survey of Bureau and Contract School Boards with an analysis and summary of findings. A response rate of 86% was received from the field on this survey.

- OTAT has provided school board training, both on campus and on-site to approximately 350 school board members since July, 1979.
- Technical assistance has been provided to both the Aberdeen and Navajo Area offices through OTAT's Branch of Graphics and Printing for Title I Elementary-Secondary Education Act.
- OTAT, in cooperation with OIEP and the Coalition of Indian Controlled School Boards, is developing a financial management training program for contract schools.
- OTAT provided graphics and printing assistance to OIEP and the Office of Special Education Programs in the development of FY 80 annual program plans.
- Completed 16mm motion picture training film for ESEA Title I in the Phoenix Area. The training film demonstrates the building of a total comprehensive Education program using numerous supplemental funding sources.

It is anticipated that OIEP will need numerous training programs conducted in FY 81. OTAT is preparing for delivery of training programs to meet the needs of OIEP by staffing vacancies and establishing new positions in order to provide quality services to education.

OTAT FY-80 SUMMER COURSES

8 semester hours of college credit given to tribal participants.

The Basic Accounting Course was especially designed for the practioner by OTAT staff in cooperation with accounting course instructors from the Intermountain Inter-Tribal School. This course attracted eleven tribal participants for the week session. Each participant elected to receive college credits from Haskell Indian Junior College. The class included field trips to Thiokol-Government Space Vehicle experimental site located near Brigham City and to other various business sites in and around Brigham City, Utah. An evaluation of the total summer programs indicated that the Accounting class was the most homogeneous group in the summer program. All tests, including the final examination, showed that the disparity between the highest and the lowest score was no more than six points at any time. Each participant received eight semester hours from Haskell.

REAL PROPERTY MANAGEMENT

44 participants receive 160 hours of Real Property Management training.

The course in Real Property Management attracted 44 participants from across the nation to OTAT during the month of June, 1980. The course instructors were Dr. Bruce Hanley from the Business and Economics Department at Weber State College in Ogden, Utah, Katheryn Braeman, William Snider, and Cecelia Wirz of the United States Department of Agricultural Graduate School. The participants were treated no differently than a regular university student. Home work was assigned and outside readying was expected of every participant. Tests were administered during the entire course, including a final exam on the last day of the program.

The course gave a thorough coverage of the Freedom of Information Act, the Privacy Act, Real Property Law and Real Property Appraisal. The instructors praised

the knowledge base of the participants in the course. All the participants came to OTAT with experience in Real Property Management in some capacity. This experiential background accounted for the homogeniety of the class. The participants received nine quarter hours of credit from Weber State College.

GENERAL EDUCATION DEVELOPMENT

9 students pass GED Examination during OTAT summer program.

During the month of June, 1980, along with the college credit courses, OTAT directors organized a curriculum in GED for the Indian people who had not had the opportunity or the advantages of completing high school education. The program was designed with the assistance of Haskell Indian Junior College faculty, headed by Ms Sharon Atkinson. Others providing assistance were members of the Intermountain Inter-Tribal School of Brigham City. The instructional cost for the GED program for the 4-week period was $25,132. This cost included travel expenses and per diem cost for four instructors from Haskell Indian Junior College and four instructors from Intermountain Inter-Tribal School. The average cost per pupil in the program was approximately $1,000 for 20 days of instruction, which averaged at $50 per day. Of the 23 students, nine passed the examination, and of the nine, three have enrolled in junior college and the remaining six were undecided when they left Brigham City.

With Ms Atkinson providing leadership, the GED instructors tested the 23 students to determine the ability level of each student. From these test results a student profile graph was established to aid the teachers in determining in what subject areas each student needed the greater emphasis. From all indications, almost all of the students needed to concentrate their efforts in mathematics. A total study program was developed from this initial testing and also determined the student and teacher assignments.

SECRETARIAL SCIENCE

27 secretaries from Indian communities receive 8 hours of credit from Weber State College.

As a part of the OTAT summer program, a well structured course in Secretarial Science was offered for college credit during the month of June. The class attracted 27 secretaries from Indian communities as well as from BIA offices throughout the country. The course was developed with the assistance of Haskell Indian Junior College Business Education Department. Instruction was provided by a professor of Business Education from Weber State College, who was assisted by a business teacher from Intermountain Inter-Tribal School. A team teaching approach was used in order to intensify the instructions that required six hours per day of instruction for 5 days a week. The class met for a total of 120 hours and every student in the class received eight quarter hours of credit through the Business Education Department at Weber State College in Ogden, Utah. Four major emphases were given in the class that included typing, business machines, shorthand and office procedures. In addition to the four major areas, a speed-reading class, especially designed for secretaries, was offered by a reading specialist from Haskell Indian Junior College. Instructors and students all agreed that this past June was one of the most enjoyable and profitable summer schools they had ever experienced in terms of learning and enhancing their skills.

OTAT AND CONTINENTAL DIVIDE TRAINING CENTER

Departmental Release number 2235, dated January 29, 1980, authorized the supervisory transfer of the Continental Divide Training Center from the jurisdiction of the Navajo Area Office to the Office of Technical Assistance and Training.

During the fiscal year 1980 under the direction of the OTAT Director, an evaluation report of the Continental Divide Center was completed. Some of the recommendations in the report are being instituted by the OTAT office. This includes a coordination of the training programs between OTAT's Division of Training and the Continental Divide Training Center. Also, in FY 1981, a combined OTAT and CDTC training catalog will be issued by the OTAT office. An interchange utilization of trainees from both units will be implemented during FY 1981.

OTAT Director and staff meet with Navajo Area Director and Area Career Development committee.

The Director of OTAT and management staff members met September 4, 1980 with Mr. Dan Dodge, Navajo Area Director, and the Navajo Area Office Career Development Committee in Gallup, New Mexico. Discussed at the meeting were financial and staffing issues for the Continental Divide Training Center for fiscal year 1981.

OTAT USER CHARGE POLICY

OTAT to implement a User Charge Policy in FY-82.

The Secretary of the Interior has directed the Bureau of Indian Affairs to develop and implement a "User Charge Policy" for all expanded training activities conducted by OTAT. OTAT is gearing up for partial implementation of the system during FY 81 and full implementation for FY 82. The User Charge Plan will set forth general policies and procedures that reflect an equitable and uniform system of charges to all eligible recipients of services from OTAT.

OTAT TRANSITION FROM FY 1979 to 1981

Programs and services provided by OTAT in FY 1980 evolved from two basic sources. The first, a combination of existing and traditional services provided through the functional responsibilities of the units consolidated into OTAT. This included research activities, law enforcement training services, film distribution and production as well as extensive training services both on campus and on site.

OTAT establishes a networking relationship.

The second and more effective method of delivery services was a networking relationship of organizations both within and outside the Bureau. This was the result of working with Central Office Divisions, Area Office Directors, Superintendents, Area and Agency personnel. This cooperation plus coordination with colleges and universities made it possible to deliver a variety of previously unavailable program services most of which are explained in the above report.

The combination of programs that existed before the consolidation of technical assistance and training services of OTAT and the more recent coordination of a networking relationship, will provide better and more efficient services by OTAT in the future.

THE OUTLOOKS FOR 1981

OTAT will become fully staffed during FY 81.

Traditional BIA-TAT services are being enhanced through recently established working relations with Weber State College, Ogden, Utah, Utah State University, Logan, Utah, University of Utah, Salt Lake City, Utah, Northeastern State University, Talequah, Oklahoma, Western Washington University, Bellingham, Washington, Navajo Community College and Haskell Junior College. Further plans include establishing working relations with additional colleges throughout the west in FY 1981. The networking relationship also includes joint Indian projects with the Small Business Administration, Division of Indian Health, Office of Personnel Management and consultants and contractors.

1981 should bring with it a fully staffed Office of Technical Assistance and Training. This means that 83 full-time permanent employees would be on board. The balance of furlough and temporary positions makes possible a fully functioning six-division office.

One of the most significant feature of OTAT's 1981 program is a directive from the Secretary of Interior for the development of a User Fee to be charged for services. This User charge and the establishment of a Bureauwide policy for TAT will result in a more efficient centralized and consolidated training and technical assistance service.

Research and Analysis

In the area of research and analysis, computer programming, technical and monitoring services will be on line. This will enable the Bureau to initiate a resources and professional skills bank, as well as serve in monitoring programs. Technicians will be available to provide services to small tribes in specialized technical and resource fields.

The concept of basing all training services on research efforts will be realized through needs assessments of Alaskan Natives, tribes and BIA personnel. Needs assessments will be the basis for establishing training programs based on the perceived needs of users. Special attention will be given to tribes, Alask Native Corporations, Navajo Area and specialized fields such as law enforcement training. Skilled technicians, researchers and computer services will be available to monitor programs upon request.

Administrative Services

Sufficient in-house capabilities will be available to enable OTAT to implement programs through proper administrative support services.

Auxiliary Services

Highly qualified and professional staff will enable the Bureau to provide a complete line of services in audio, visual and print media.

Development Services

Technical support will be available to take existing documents and program materials for coverting into training packages and modules.

Training

Full scale training programs will include services that have been established by traditional use, as well as the expansion of services in a variety of new fields. Technical assistance services will be geared to Alaska Natives, Tribes and Bureau needs through evaluation of existing services in line with national policies.

Summary

Emphasis in 1981 will be geared to the development of special training programs for individual capacity building. A full scale Real Property Management and Forestry training program is planned. Tribal government training programs will be emphasized.

A completely modern training facility at Brigham City will enable the Bureau to conduct training sessions in modern, up-to-date surroundings with a potential of video and tele-conferencing systems.

Use of innovative methods and new technics will be fully explored in providing economical and meaningful training opportunities and technical assistance services to Alaska Natives, Tribal and Bureau of Indian Affairs staff.

DIVISION OF ADMINISTRATION

Director Administrative Services	Jess T. Town
Contract Specialist	Dan Deerinwater
Budget Analyst	Captain Autry
Support Services Spec.	Vernon L. Siow
Accounting Technician	Judy Williams
Secretary (Steno)	Rosemarie Steele
Purchasing Agent	Marlene Bruner
Administrative Clerk	Anna Waco
Motor Vehicle Operator	Michael Siquieros

DIVISION OF ADMINISTRATIVE SERVICES

MAJOR ADMINISTRATIVE FUNCTIONS IMPLEMENTED

Budget and accounting system developed.

The mission of OTAT's Division of Administration is to provide administrative support services to implement program operations. The various administrative services under which the divisions of OTAT are composed are consolidated under the supervision of the Director, Administrative Services.

It is of major significance that the following functions have been implemented:

1. Budget and Accounting
2. Personnel system has been established for all divisions of OTAT; Positions are filled at the 60% level, all other positions are to be filled on a need basis due to budget constraints;
3. Staffing assistance has been provided to all branches of OTAT in relation to position descriptions and duties; and,
4. Procurement authority has been obtained for purchases up to $10,000.00 which has enabled OTAT to establish a more efficient procurement activity.

TRANSPORTATION PROVIDED

Brigham City to Salt Lake City

The division of Administration provides transportation services for participants in OTAT programs as well as travel for Tribal and Federal officials. The transportation system is designed to expedite travel between OTAT and Salt Lake City airport.

COMMUNICATIONS SYSTEM AVAILABLE

Computer capabilities acquired.

Communication systems have been made available through the acquisition of electronic equipment such as Fastor II, a Texas International Data 800 Computer terminal and an IBM System 6. These systems provide instant communications capabilities for financial data, retrieval and collection of data, monitoring, and conversion to equipment for composing and printing material.

SERVICES AND SUPPORT

Active Incentive Award Committee

Other services provided for the support of other activities and the continuing efficiency and productivity of personnel at OTAT are, mailroom service, office supplies and equipment, imprest cash, the establishment of an "active" incentive award committee, an ongoing safety program, and an OTAT Employees Association.

CHALLENGE FOR FY-81

Positions filled.

The Division of Administrative Services has established the policies and procedures necessary to facilitate the ongoing objectives of the various functions and activities of the Office of Technical Assistance and Training in an efficient and professional manner. The budget constraints placed on OTAT for FY-81 will place a difficult yet challenging endeavor on the Division of Administrative Services to meet the needs of various branches of OTAT. To meet these challenges the following positions have been filled in the fourth quarter:

Betty Albrecht - Training
Marlene Bruner - Procurement Agent
Dan Deerinwater - Contract Officer
Francis Jacobs - Illustrator - Media
Steven King - Illustrator - Media
Marlene Naranjo - Library Technician
Joseph Demouy - Statistician - Research and Analysis
Anna Mae Hayball - Secretary - Research and Analysis

Branch of Training

Supervisory Ed. Spec.	Jimmy Gibson
Supervisory Ed. Spec.	Norman R. Jensen
Clerk-Typist	Sally Keenan
Library Technician	Marlene Naranjo
Education Spec.	Ray Reese
Education Spec.	Ed Richardson
Education Spec.(Business)	Betty Albrecht
Secretary (Steno)	Lila N. Wendel

BRANCH OF TRAINING SERVICES

The following is a summary report of OTAT, Division of Training accomplishments during Fiscal Year 1980. This summary includes OTAT's accomplishment for the fourth quarter.

OTAT SUMMER PROGRAM '80

On June 2, 1980, approximately two hundred summer program participants arrived at Brigham City, Utah for the purpose of attending the first annual summer academic training program offered by OTAT. Following is a brief description of each program.

REAL PROPERTY MANAGEMENT

44 participants received 8 quarter hours of college credits.

The course in Real Property Management attracted 44 participants from across the nation to OTAT during the month of June, 1980. The course instructor was Dr. Bruce Hanley from the Business and Economics Department at Weber State College in Ogden, Utah. The participants were treated no differently than a regular university student. Homework was assigned and outside reading was expected of every participant. Tests were administered during the entire course, including a final exam on the last day of the program.

The course gave a thorough coverage of Real Property Law and Real Estate Appraisals. The instructor praised the knowledge base of the participants in the course. All the participants came to OTAT with experience in Real Property Management in some capacity. This experiential background accounted for the homogeniety of the class. Eight quarter hours of college credits were given to the students.

GENERAL EDUCATION DEVELOPMENT

OTAT assisted nine students receive GED diploma.

During the month of June, 1980, along with the college credit courses, OTAT directors organized a curriculum in GED for the Indian people who had not had the opportunity or the advantages of completing high school education. The program was designed with the assistance of Haskell Indian Junior College faculty, headed by Ms Sharon Atkinson. Others providing assistance were members of the Intermountain Inter-Tribal School of Brigham City.

The instructional cost for the GED program for the 4-week period was $25,132. This cost included travel expenses and per diem cost for four instructors from Haskell Indian Junior College and four instructors' salaries from Intermountain Inter-Tribal School. The average cost per pupil in the program was approximately $1,000 for 20 days of instruction, which averaged at $50.00 per day. Of the 23 students, nine passed the examination, and of the nine, three have enrolled in junior college and the remaining were undecided when they left Brigham City.

With Ms Atkinson providing leadership, the GED instructor tested the 23 students to determine the ability level of each student. From these test results a student profile graph was established to aid the teachers in determining in what subject areas each student needed the greater emphasis. From all indications, almost all of the students needed to concentrate their efforts in mathematics. A total study program was developed from this initial testing and also determined the student and teacher assignments.

SECRETARIAL SCIENCE

27 secretaries received college credit from Weber State College, Ogden, Utah.

As a part of the OTAT summer program, a well-structured course in Secretarial Science was offered for college credit during the month of June. The class attracted 27 secretaries from Indian communities as well as from BIA offices throughout the country. The course was developed with the assistance of Haskell Indian Junior College Business Education Department. Instructors were provided by a professor of Business Education from Weber State College, who was assisted by a business teacher from Intermountain Inter-Tribal School. A team teaching approach was used in order to intensify the instruction for 5 days a week. The class met for a total of 120 hours and every student in the class received eight quarter hours through the Business Education Department at Weber State College in Ogden, Utah. Four major emphases were given in the class that included typing, business machines, shorthand and office procedures. In addition to the four major areas, a speedreading class especially designed for secretaries, was offered by a reading specialist from Haskell Indian Junior College. Instructors and students all agreed that this past June was one of the most enjoyable and profitable summer school they had every experienced in terms of learning and enhancing their skills.

FORESTRY

OTAT conducted 46 hour course for 51 Foresters.

During May and June, 1980, Branch of Forestry, Central Office, Washington, D. C. completed a survey to identify technical training needs as viewed by professional foresters both tribal and BIA. As a part of the national survey, the project was also to identify and catalog on-going training programs available to professional foresters, as well as to forest technicians. The survey identified the training needs from six of the major areas that have forest programs. The survey also identified 51 public education institutions that offer college courses or specified training courses in forestry. The respondents were asked to provide a list of training needs in their area or agency. The lists are extensive and comprehensive but many of the topics are repetitious, which indicates a greater need in those particular areas. In June, 1980, OTAT conducted a 46 hour course for the Forestry people, in which 51 foresters attended. The thrust of this workshop was to carry through a priority need identified at the Denver meeting in October, 1979. Foresters agreed at this meeting that an orientation to the Federal Regulations concerning Indians and the U. S. Government. The course at OTAT highlighted the historical perspective of the relationship and also included 16 hours of a special presentation on "The Freedom of Information Act". Instructors for these college credit courses were Dr. Lyman Tyler, author of a commissioned text, American Indian Policies, and Dr. O'Neil, both of the University of Utah, Salt Lake City, Utah. The "Freedom of Information Act" course was taught by three professional instructors from U. S. D. A. Graduate School, Washington, D. C.

SHORELINE AND COASTAL ZONE MANAGEMENT

Fifteen participants received training in laws concerning shoreline and coastal zoning.

Through a cooperative relationship, the Office of Technical Assistance and Training and Western Washington University at Bellingham, Washington, conducted a two-week workshop in Shoreline and Coastal Zone Management. This program was primarily designed for the Indian Tribes and Alaskan Natives planning commissions. The courses were college credit couses and the instructors were specifically selected for their expert knowledge in laws concerning shoreline and coastal zoning. There were fifteen participants in this program.

COOK INLET NATIVE ASSOCIATION

78 Alaskan Natives participated.

The Office of Technical Assistance and Training, in coordination with the Cook Inlet Native Association (CINA) of Alaska, conducted a two-week intensive course workshop in five subject areas. The workshops were held at the Elmendorf Air Force Base in Anchorage, Alaska. The sessions were conducted August 4 through August 15, 1980. Members of the OTAT Administration visited the sessions during the final week and personally interviewed a number of the 78 Alaskan Natives that participated in one or two of the following course offerings: 1) Personnel Management and How to Deal with Employee Absences, 2) How to Develop a Financial Management System, 3) Basic Bookkeeping and Accounting for Non-Accountants, 4) Public Relations and How to Hold Effective Meetings, and 5) Alcoholism and Drug Abuse Counseling. Participants expressed a great deal of enthusiasm with the instructional methods as well as the value of the material and information dispensed by the instructors.

BASIC ACCOUNTING

Class was the most homogeneous group in the OTAT Summer Program.

The Basic Accounting Course was especially designed for the practioner by OTAT staff in cooperation with Accounting course instructors from the Intermountain Inter-Tribal School. This course attracted eleven tribal participants for the four-week session. Each participant elected to receive college credits from Haskell Indian Junior College. The class included field trips to Thiokol-Government Space Vehicle Experimental site located near Brigham City and other various business sites in and around Brigham City, Utah. An evaluation of the total summer program indicated that the Accounting class was the most homogeneous group in the summer program. All tests, including the final examination, showed that the disparity between the highest and the lowest score was no more than six points at any time. Each participant received eight semester credit hours from Haskell.

SUMMARY OF OTAT'S THREE DAY TRAINING COURSES DURING FY'80

OTAT trained 2,248 participants during FY 80.

A.	Total number of workshops held	120
B.	Total number of workshops held at OTAT	34
C.	Total number of workshops held On-Site	86
D.	Total number of participants trained	2,248
1.	Total number of Indian people trained	1,974
2.	Total number of Non-Indian people trained	235
3.	Total number of others	39

SCHOOL SECURITY GUARD TRAINING PROJECT

A distinctive and especially designed curriculum has been completed through a cooperative working relationship between the Office of Technical Assistance and Training and the Law Enforcement Training and Consultant Services of Brooklyn, New York. The curriculum addresses the unique consideration to the background of Indian students in the Bureau Boarding Schools. The curriculum has been in the development for a number of months with much deliberation concerning the content. In-dept research was necessary on the part of the curriculum writers, as well as long sessions with education people and members of the Indian Law Enforcement Training Center personnel at OTAT. The theme of the training program is to be more directed to providing counseling and be more of an assist-

ance to the students rather than being trained to represent authority and to enforce rules. The curriculum developers' primary concerns were that the security personnel understand the student characteristics and the usual causal factors leading to behavioral differences. The training program is scheduled to begin June 1 through July 3, 1981. This course will be offered for college credits from various universities either in the Political Science or Criminal Justice Departments.

To begin June 1 through July 3, 1981 at OTAT.

BIA'S PERFORMANCE APPRAISAL TRAINING

OTAT provides required training for supervisors and managers.

A two day course in the new BIA's Employee Performance Appraisal has been developed for Supervisors and Managers who have not been trained in the Performance Appraisal provisions of the Civil Service Reform Act of 1978. It has been deemed mandatory that all Supervisors and Managers in BIA take this course. As some have not been provided with this training at the local level, this course will be offered at OTAT for those who still need the training. There will be two sessions of two days each during November 3 - 4, and November 5 - 6, 1980.

OTAT SUMMER PROGRAM '81

OTAT will offer more college credits for its courses.

This project is currently under planning stages with emphasis on providing more courses, and extending approximately two weeks to the session. The summer program will begin about the first of June through the middle of July, 1981, a period of six weeks. More college credits will be offered as well as each course designed to meet individual needs. More specific information will be provided as decisions are made.

P. L. 95-561

OTAT will emphasize training in each P. L. 95-561 category.

Major emphasis will be stressed in the training of BIA Education Personnel in the New Indian Education Law, P. L. 95-561 during FY '81. OTAT is currently retraining staff trainers to conduct training sessions in each of the P. L. 95-561 components.

OTHER COURSES FOR FY '81

Based on needs assessment.

There will be several new courses developed and designed for FY '81 based on the recent needs assessment results. These courses are in the area of: 1) Child Health Care, 2) Personnel Management, 3) Alcoholism & Drug Abuse, 4) Organizational Research, 5) Computer Application, and 6) Federal Indian Relations. Tribal Government related courses continues to be top priority in training requests. OTAT is currently negotiating with various universities and colleges to give credits for training courses.

BRANCH OF LAW ENFORCEMENT

163 Trainees attend On-Campus Courses during FY-80.

Seven (7) On-Campus training courses were conducted during the FY-80 with a total enrollment of 163 trainees. Of the 163 trainees, 44 were BIA employees, 109 were tribal employees, 7 were employees of other Federal agencies and 3 were unemployed.

7 On-site Field courses presented.

Seven (7) On-Site Field training courses were presented during FY-80. Courses were of 2 - 4 days duration with a total enrollment of 112 trainees. Of the 112 trainees, 38 were BIA employees, 67 were tribal employees and 7 were State/local employees.

29 Candidates attend Criminal Investigator training.

Twenty-nine (29) candidates were scheduled for Criminal Investigation training at the Federal Law Enforcement Training Center and FBI National Academy. Of the 23 candidates, 17 were BIA employees and 12 were tribal employees.

Staff receives training

Fifteen members of the Indian Police Academy staff completed 1,428 hours of training during FY-80. Training was for the purpose of upgrading skills and knowledge, as well as keeping abreast with new techniques.

Oversight & Evaluation Committee established.

A 13 member Law Enforcement Training Services' Oversight & Evaluation Committee was established. The committee membership consists of 7 BIA employees and 6 tribal employees. The committee held 2 meetings during FY-80 for the purpose of reviewing the Indian Police Academy's operations and training programs.

Game Enforcement Conference

The Indian Police Academy hosted a two-day Game Enforcement Conference. The conference resulted in action initiated to develop a training program addressing special needs and requirements of Game Enforcement personnel, which would supplement Basic Police Training.

Basic Police Training Certification sought.

Negotiations with selected State Law Enforcement Training Councils to gain certification of the Basic Police Training Program were initiated. Certification is sought to assist Law Enforcement programs to qualify police officers to gain State/county/local deputizations.

Security Guard Program developed.

A School Security Guard Training Program was developed through a contract with Law Enforcement Training and Consultant Services, Brooklyn, New York. The first Class has been scheduled for presentation June 1981.

Performance Appraisal training.

All Indian Police Academy personnel completed required Performance Appraisal training.

Critical/Required Elements and Performance Standards completed.

Critical/Required Elements and Performance Standards completed for all Indian Police Academy positions by specified deadline.

Staff receive Incentive Awards.

Four (4) Indian Police Academy staff members received Incentive Awards.

Branch of Law Enforcement

Chief, Law Enforcement	Russell McClure
Ed. Aide, Dorm Attendant	Calvin Birchum
Ed. Aide Dorm Attendant	Catherine Broncho
Clerk-Typist	Eva Chappell
Secretary (Typing)	Antoinette Eagle Elk
Asst. Chief, Outreach Trg.	Melvin Gibson
Police Officer Training	Raymond LaVatta
Supervisory Police Off.	Edwin Naranjo
Police Officer, Trg.	Ron Silk
Trg. Sergeant	Melvin Steele
Clerk-Typist	Marilyn Walker
Ed. Aide Dorm Attendant	Emerson Wilema

Instructor Positions upgraded.	Instructor positions (Training Sergeants) were upgraded from GS-5 to GS-7.
Detention/Jail Operations and Management Course presented.	A Detention/Jail Operations and Management Course meeting mandatory training requirements was developed and presented. The course has been added to the Academy's On-Campus training schedule and will be presented three (3) times per year.
Mobile Radio System	Arrangements have been made to purchase and install a Mobile Radio System. System will be used in various on-campus training programs.
Staff additions	Hired three (3) Educational Aides whose main responsibilities will be providing for the health, welfare and safety of Indian Police Academy trainees. The Aides will free Instructional staff (Training Sergeants) to devote more time to classroom work and trainee tutoring. New staff members are Ms Catherine T. Broncho, Shoshone/Bannock Tribe, Fort Hall, Idaho; Mr. Calvin Birchum, Northern Paiute/ Shoshone Tribe, Stillwater, Nevada; and, Mr. Emerson Walema, Hualapai Tribe, Peach Springs, Arizona.
Female Police Officers	A video tape documentary of female Cadets of Basic Police Class No. 36 was made. The documentary followed the female Cadets through the training cycle and highlighted the female viewpoint as it relates to a Law Enforcement career.
Academy has visitor from the Office of the Secretary, Department of the Interior.	Mr. Keith C. Logan, Division of Enforcement and Security Management, Office of the Secretary, visited the Academy for the purpose of reviewing program operations.
Lieutenant Edwin Naranjo receives Instructor Certification.	Lieutenant Naranjo, Indian Police Academy staff, received Instructor Certification in eight (8) subjects from the Utah Council on Peace Officers' Standards and Training.
Basic Police Class No. 36 selection made.	Selections for Basic Police Class No. 36 which begins October 5, 1980 have been made. A total of 58 candidates were selected of which 8 are BIA officers, 44 tribal officers, 3 other Federal agencies and 3 unemployed.

DIVISION OF RESEARCH AND ANALYSIS

Economist	**Bill Williams**
Engineering Technician	**John Grotbo**
Statistician	**Joseph De Mouy**
Secretary (Steno)	**Anna Mae Hayball**
Natural Resource Specialist	**Brenda Ward**

PLANNING SUPPORT GROUP TRANSFERRED TO OTAT

In June 1979, the Planning Support Group in Billings, Montana was transferred to the Office of Technical Assistance and Training (OTAT) in Brigham City, Utah. This transfer was initiated in compliance of Department Release Number 2175 dated June 6, 1979. Based on the past role and function of the Planning Support Group, the Group was assigned to the Research and Analysis Division of OTAT.

RESEARCH AND ANALYSIS ROLE AND FUNCTION

R & A provides services to Tribes, Alaskan Natives and the BIA.

The primary function of this division is to provide research and analysis services to Indian Tribes, Alaska Native Organizations and the Bureau of Indian Affairs in support of OTAT's mission. This function is outlined in Department Manual 130.8.5, dated June 6, 1979 as follows:

"The Division of Research and Analysis is responsible for conducting research into Alaska Native and Indian Tribal governmental needs for local Tribal government capacity building, development of strategies for meeting these needs and the development of broad technical assistance and training objectives. The Division collects and disseminates data on current research, evaluates the effectiveness of Technical Assistance and Training programs, identifies program innovations and recommends modifications to OTAT programs to meet current and future needs. The Division performs special studies as requested by program and field offices in support of Bureau mission programs."

NEEDS ASSESSMENTS

Training programs based on needs assessments.

In early FY 1980, a training needs assessment of Indian Tribes and the BIA was completed. This assessment was designed to assist in the development of training courses that were offered during fiscal year 1980. The results indicated the primary need for training was in the area of management and the training was considered better than average. The finding of the needs assessment were presented in Report No. 6, "NITC Training Needs Assessment - 1979".

Bureau and contract School Boards surveyed.

A Memorandum of Agreement between the Office of Indian Education (OIEP) and OTAT approved the developing of School Board Training materials mandated by federal requirements under P. L. 95561. A survey of all Bureau of Indian Affairs operated and contract schools in the contiguous 48 states and Alaska was conducted to determine the composition of training needs of school boards. A total of 237 questionnaries were mailed out and 202 (85 percent) were returned. Results were published in OTAT Report No. 9, titled "BIA School Board Survey".

Tribal, Alaskan Natives and Bureau needs assessment completed.

During the second half of FY 1980 an assessment of training needs for employees of the BIA, American Indian Tribes and Alaska Native organizations was completed. The primary purpose of the survey was to assist OTAT's Division of Training develop training courses to be offered during FY 1981. A total of 106 questionnaires were mailed to BIA Agencies, Areas and Central Office Directors with 89 (83.9 percent) being returned. Tribes throughout the contiguous 48 states were mailed 278 questionnaires with 90 (32.3 percent) responding. The twelve non-profit Alaska regional Native corporations were mailed questionnaires and 7

(58.3 percent) responded. Returned questionnaires were computer analyzed. Results of the needs assessment were published in OTAT Report No. 8, An Assessment of Training Needs for Employees of the Bureau of Indian Affairs, American Indian Tribes, and Alaska Native Organizations.

REPORTS PREPARED

Besides producing the three reports listed above, the Division of Research and Analysis published three other reports and assisted in one other.

Special report for Phoenix Area office.

Report No. 5, titled "Recruiting Procedures and Techniques", was prepared for the Phoenix Area to assist in developing a recruiting program for law enforcement personnel. The scope was increased to be used as a guide by Indian Tribes, Alaska Native organizations and Bureau of Indian Affairs offices when an extensive concentrated recruiting effort is necessary to fill vacant positions.

Analysis of graduating police cadets.

An analysis of 647 cadets, 15 Police Academy classes, for fiscal years 1976 through 1980 was made. Information taken from individual cadet records for the 15 classes was placed into a computer. The cross-tabled information from the computer was analyzed and the results were published in Report No. 10, "Analysis of 15 Police Academy Graduating Classes, FY 1976 through FY 1980".

PSG program review.

The Division of Research and Analysis prepared a summary of the operations and history of the Planning Support Group and its predecessor the Missouri River Basin Investigation, which resulted in OTAT Report No. 4, "Report of Program Review of the Planning Support Group".

Questions and answers report on OTAT.

Research and Analysis assisted in the development of a report, used as an information handout, on the establishment and operations of OTAT. The report was titled, "Office of Technical Assistance and Training, Its History, Development and Operations".

Forestry socio-economic overview in progress.

As part of the research stage of developing a movie to recruit Indians to enter the forestry profession, the Division of Research and Analysis is preparing a socio-economic overview of tribal forestry programs and industry throughout the United States.

FEASIBILITY STUDIES

Two feasibility studies for Wind River Reservation.

A contract was let to Brown, Bortz and Coddington, of Denver, Colorado, to prepare two feasibility studies on the Wind River Reservation. The studies being prepared for the Shoshone Business Council will evaluate the feasibility of developing a shopping center and a bank on the reservation. The Division of Research and Analysis prepared the request for proposal, participated in the technical evaluation of bidders and funded the contract. The draft reports are scheduled to be finished by the end of December 1980 and the final report will be finished one month later. The Shoshone Business Council, the Wind River Agency, the Billings Area and OTAT have worked closely together in developing these two contracts.

PERFORMANCE APPRAISAL

Goal met.

System monitored.

The Division of Research and Analysis trained and developed critical elements for all employees in compliance with the Employee Performance Appraisal provisions of the Civil Service Reform Act of October 13, 1978.

Conformance to required performance appraisal training and plan completion for all merit and nonmerit employees for all Bureau of Indian Affairs, including education employees, was monitored by the Division of Research and Analysis. Four reports, covering the periods from August 1, 1980 through October 1, 1980, were programmed in the Bureau's Division of System Development, Albuquerque, New Mexico. The Division of Research and Analysis, using a computer data terminal, was able to monitor and report to the Central Office the status of the required training and implementation.

Branch of Graphics

Illustrator	**Garry Case**
Illustrator	**Francis Jacobs**
Illustrator	**Steven King**

Branch of Printing

Supervisory Visual Info.Spec.	**John Nelson**
Clerk-typist	**Elizabeth Siew**
Machine Operator	**Elmer Ortiz**
Clerk	**Sharlene Johnson**
Clerk	**Larson Lee**

DIVISION OF AUXILIARY SERVICES

During the FY-80, the Division of Auxiliary Services was organized with the three units. These units include the Branch of Film Production and Distribution, the Branch of Graphics and the Branch of Printing. The units are responsible for providing specialized media, graphics, audio-visual production, motion picture production, design and reproduction services to OTAT programs, Indian tribes, and Alaska Natives. The technical assistance and production that they provide is the essence of what the OTAT concept is all about.

BRANCH OF PRINTING

The Branch of Printing has offered services to many programs in FY-80. These include P. L. 96-638, P. L. 95-561, Office of Indian Education, Bureau Personnel Office, National Indian Women's Association, National Indian Boy Scout Program, Navajo Title I Program, Aberdeen Area Office Title I Program, Alaska Native programs and tribes.

New machinery leased

With the acquisition of the Xerox 9200 on a 3-month basis, the turn-around time of production has been reduced to a two week period in most cases. This machine enhances the production capabilities of the printing area and offers a back-up unit to the ABDick 1600 copy system acquired in FY-79.

Plans have been drawn up for renovation of the Branch of Printing and the Branch of Graphics with the major portion of the printing being in the basement area and the illustration area on the existing floor. This remodeling will allow more total floor space for both sections.

Position filled.

During FY-80, one position has been filled within the section; that being the Clerk-typist, GS-4, filled by Elizabeth Siow. Elizabeth was previously working in the Portland Area at Northern Idaho Agency, Lapwai, Idaho. Two students were given the opportunity for work by the "Stay in School" program during the summer months; they are Sharlene Johnson, a Navajo from Brigham City, Utah; and Larson Lee, a Navajo from Lukachukai, Arizona.

There are two office machine operator positions that have not been filled at this time.

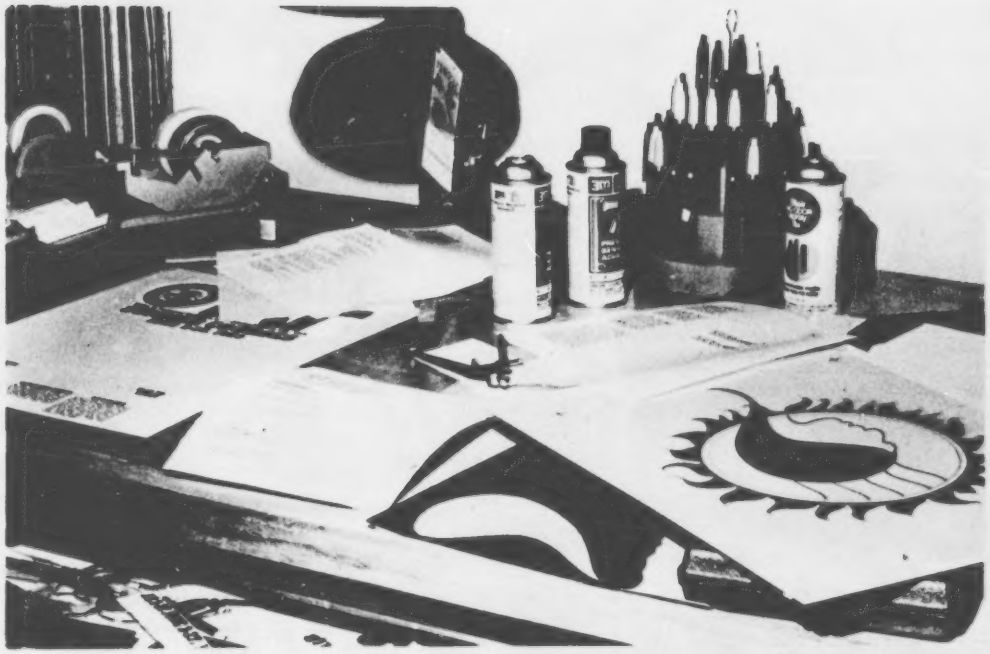
FY-81 at a glance.

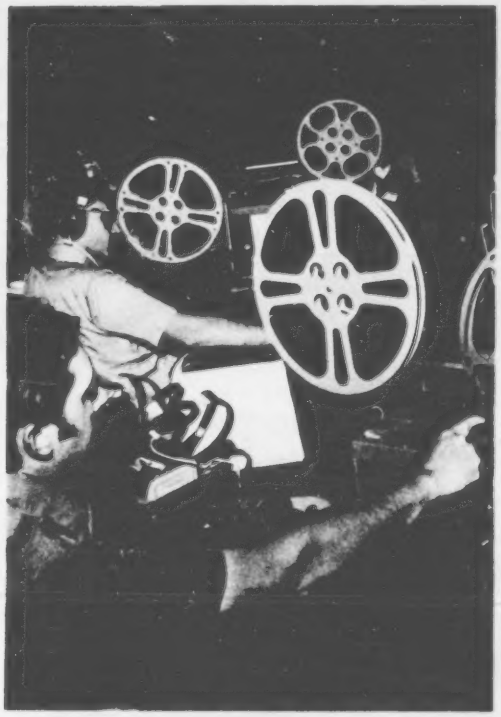
The goals of the Branch of Printing for FY-81 will be to offer better, faster, and more efficient service to OTAT, Tribes and Alaska Natives. With the ordering of newer machines and the hiring of more staff, this goal can be met.

BRANCH OF GRAPHICS

Graphic services provided to a wide variety of clientele.

During FY-80, the Branch of Graphics was primarily a one-man operation. The thrust of the major workload was in designing and producing visual materials around the development and organizing of the new Office of Technical Assistance and Training. The contracting out of some projects were necessary in order to develop logos, seals, forms, brochures, slide presentations, and still provide the visuals for training and support services for the previous organization.





Branch of Film Production and Distribution

Audio Visual Officer	Donald Morrow
Audio Visual Production Specialist	Thomas Williams
Supervisory Film Coordinator	Melba Benson
Shipment Clerk	Evelyn Chee
Shipment Clerk	Emma James
Shipment Clerk	Barbara Tso
Shipment Clerk	Bernita Williams
Shipment Clerk	Marie Curley

Through FY-80, the Branch of Graphics responded to requests and provided visual materials for the Office of Indian Education programs - BIA Division of Federal Programs, Navajo Area Office - Cook Inlet Native Association, Anchorage, Alaska - National Tribal Chairmans' Association, Washington, D.C. - U. S. Small Business Administration, Salt Lake City, Utah - posters on the Coho Salmon for a presentation to the Secretary of Commerce by the Commissioner of Indian Affairs for the Office of Trust Responsibilities, Washington, D. C. - North American Indian Women's Association - National Indian Boy Scouts - Office of Personnel Management - Administrative Systems Task Force.

Positions filled.

On September 11, 1980, the GS-7 Illustrator, Steven King, reported for duty and two days later, Francis Jacobs, also an Illustrator, transferred from Intermountain School to fill the new GS-9 position. With the addition of these two artists, the Branch of Graphics will now be able to deliver a greater number of graphics production for OTAT and respond to more requests from Central Office and from Indian Tribes and Alaska Natives throughout the United States.

Full staffing projected for FY-81.

With the filling of one other position, Illustrator GS-11, the Branch of Graphics will be at full strength and looking forward to operating out of a portion of the south end of Building 68, soon to be remodeled in order to provide the necessary layout and storage space.

BRANCH OF FILM PRODUCTION AND DISTRIBUTION

The old Chinese proverb, "One picture is worth a thousand words," summarizes film production and film distribution services for FY 1980.

Film distribution.

The results of the film distribution for the 1979-80 school year was the mailing of 28,486 films to approximately 300 Bureau and Tribal locations. These mailings represented 1,325 film titles. For the first time in years, funds were made available for the purchase of new prints. One hundred twenty-eight new prints were purchased, of which 76 were new titles. All these prints have been received and are being processed for inclusion and circulation. By the end of August, 20,291 films have been booked for the 1980-81 school year.

Film production.

In FY 1980 a total of six films were produced, or are in the stage of being developed. These are: "School Fire Alert", "City and Interstate Driving", "Buckle Up", "Cause of Accident: Speeding", "Parent-Community Involvement", and Title I for kids.

DIVISION OF DEVELOPMENT

Division Chief	
Materials Development Coordinator	
Curriculum Specialist	
Curriculum Specialist	
Audio-video Specialist	Oscar Rousseau

Branch of Continental Divide Training Center

Audio Visual Spec.	Winema Amauty
Food Service Worker	Sally Antonio
Food Service Worker	Wilbert Belindo
Instructor	Herman Fisher
Asst. Cook	Billie Heisch
Clerk-Typist	Genieve Keeto
Instructor	Jerome Knoslichek
Supervisor Wage Grade	Fannie Largo
Instructor	Pepe Perez
Clerk-Typist	Bernice Romero
Instructor	Cornelius Shorty
Food Service Worker	Anna Yazzie

Division staffing in personnel awaiting action.

Presently the Division of Development is non-operational. Projected staffing for the Division includes six (6) full-time personnel. Five of the six positions are currently in personnel awaiting classification and advertisement, which has resulted in a considerable delay. OTAT is hoping to fill the following five positions soon:

1) Division Chief
2) Materials Development Coordinator
3) Curriculum Specialist
4) Curriculum Specialist
5) Audio-video Specialist

The other position is a secretary/steno, which is being prepared for submission to Personnel for action.

The Division of Development Services is responsible for development of program curricula, including courses of study, preparation of text and media materials, identification of instructional and visual materials, and appropriate learning aids. The Division monitors and evaluates program curricula effectiveness by performance of special studies, surveys, testing and evaluation analyses.

OTAT ADMINISTERS CDTC PROGRAMS

OTAT to expand CDTC programs.

Transfer of the Continental Divide Training Center (CDTC) Administration to Office of Technical Assistance and Training (OTAT) was finalized the week of October 14-17, 1980. All CDTC Administrative functions will be handled by OTAT Director's office. OTAT and CDTC will exchange programs to offer more training opportunities to Bureau, Indian tribes and Alaskan Natives. Continental Divide Training Center's long range plans aim at working with Navajo Area Office in a ten-year Energy Management Planning Program.

CDTC trains 2,248 participants during FY 80.

BIA Personnel	–	1,489
Navajo Tribe	–	516
Others	–	243
		2,248

Approximately 99% of the total participants were Indians and 1% non-Indians. There were 32 different training courses offered for a period of 5 days each. There were 10 Special Courses offered at 4 to 5 days each and consultants were used as instructors. CDTC facilities were used 10 times during the year for workshop and meetings by various BIA and Indian organizations.

Branch of Tribal Administrative and Accounting Services

Auditor	Robert L. Brown
Auditor	Howard B. Burdeau
Auditor	Chester O. Burris
Accounting Assistant	Marilyn L. Childs
Auditor	Eugene Coon
Auditor	Dewitt F. Duckett
Auditor	John C. Froneberger
Auditor	Roderick R. Shaw
Clerk-typist	Leila A. Terry
Supervisory Auditor	Robert L. Weiler
Supervisory Auditor	James W. Young

DIVISION OF TECHNICAL SERVICES

Administrative and Accounting Services staffing

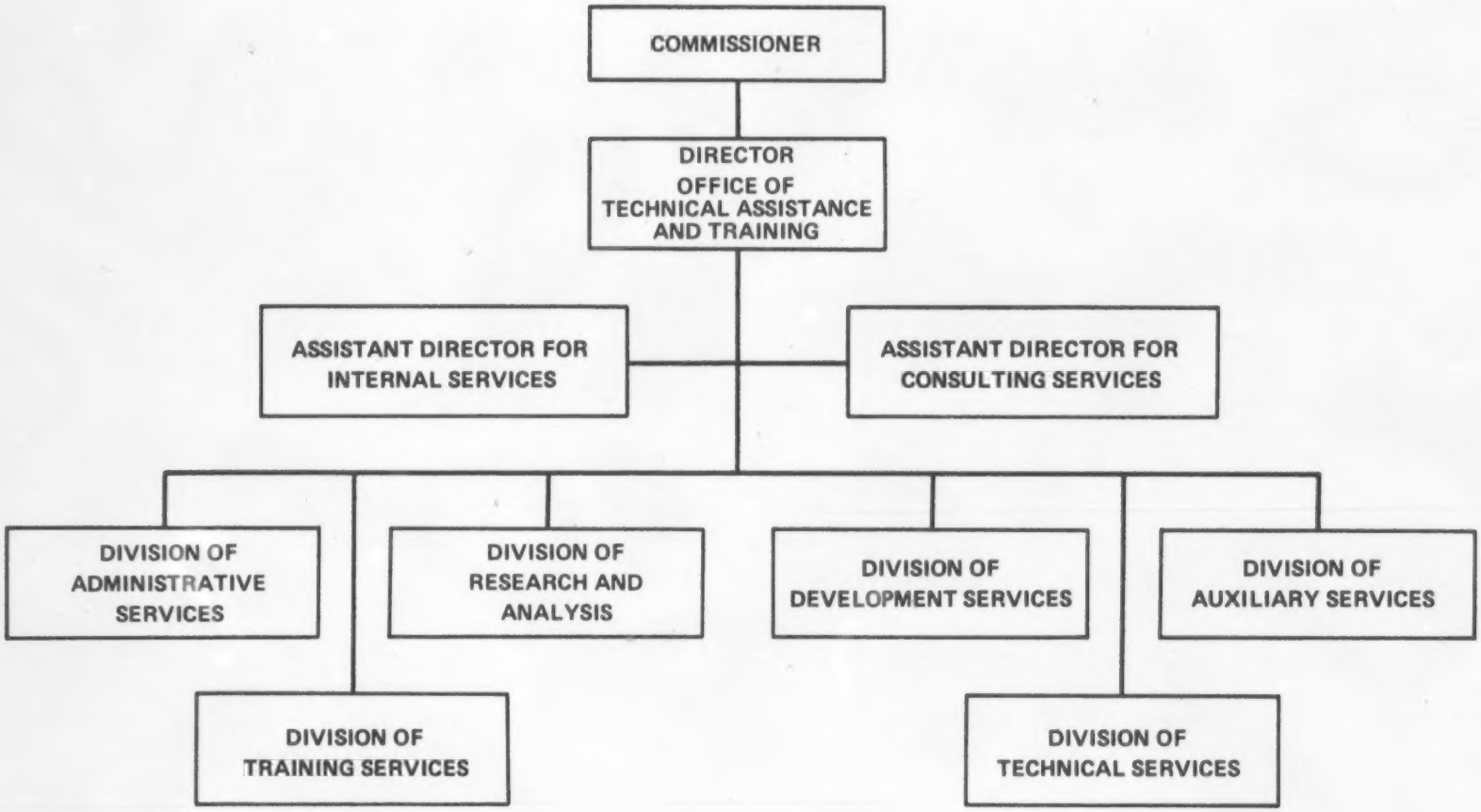
Presently the Division of Technical Assistance consists of eleven (11) full time staff personnel. These eleven personnel were transferred to the Division from the Tribal Administrative and Accounting Services (TAAS) upon approval of DM 130 signed by Secretary Andrus in January, 1980.

To date, no new staff have been hired for the Division of Technical Assistance. The Chief TAAS and the P. L. 93-638 position have been in Washington Personnel for several months awaiting action. Due to budget limitation, additional staffing for the Division has not been processed for action. The $3,007,000 base for OTAT operations in FY 81 and FY 82 does not allow for full OTAT staffing, as envisioned in the DM 130. In order to avoid Anti-Deficiency Act violations, the administration of OTAT has not processed any new personnel actions for the Division of Technical Assistance.

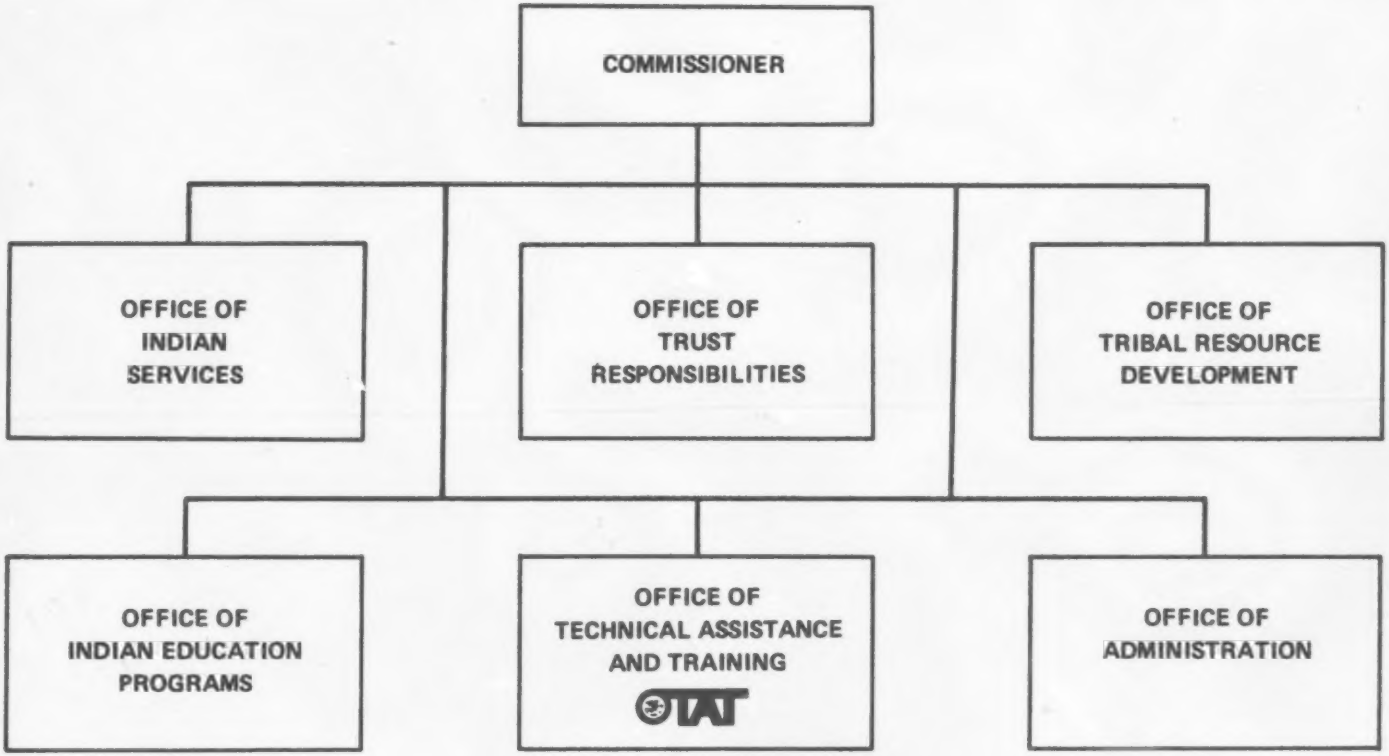
TAAS transferred to OTAT

The Division of Technical Assistance is responsible for designing and delivering an integrated technical assistance program to assist in developing tribal governmental managerial and administrative capabilities of Alaskan Native groups or Indian Tribes. The Division is also responsible for providing tribal administrative and accounting services in support of tribal requests for technical assistance.

OTAT ORGANIZATIONAL STRUCTURE



BUREAU OF INDIAN AFFAIRS CENTRAL OFFICE ORGANIZATIONAL STRUCTURE



CONTINENTAL DIVIDE TRAINING CENTER

2nd QUARTER FY-81 SCHEDULE:

DATE	COURSE TITLE	COST
1/5-9	Chemical Hazard/Environmental Controls (Safety)	$160
1/12-16	Better Office Skills & Services	$160
1/12-16	Basic Surveying, Phase II	$175
1/13-16	Role of the Supervisor	$128
1/19-23	Basic Surveying, Phase II	$175
1/20-23	Managing Job Stress	$128
1/20-21	Human Resources Employee Training	$ 64
1/20-23	Office Management	$128
1/26-30	Electrical Welding	$160
1/26-29	Storage & Materials Handling	$128
1/26-30	Basic Surveying, Phase II	$175
1/27-30	Secretarial Techniques	$128
1/27-30	BIA Employee Performance Appraisal for Supervisors	$128
2/2-6	Advanced Human Relations	$160
2/3-5	Advanced Human Resources Supervisory Training	$ 96
2/9-13	Oil Controls	$160
2/10-13	Basic Management Functions	$128
2/11-13	Files Improvement	$ 96
2/23-27	Human Relations	$160
2/23-27	Vocational Math	$160
2/23-27	Sanitation	$160
2/23-27	Leadership & Managerial Style	$160
2/24-27	Human Resources Supervisory Training	$128
2/25-27	Telephone Techniques	$ 96
3/2-6	Carpentry I	$160
3/2-5	Chlorination, Florination, Storage	$128
3/3-6	Managing Job Stress	$128
3/3-6	Role of Supervisor/Manager in EEO	$128
3/9-13	Personnel Management	$160
3/9-13	Brush Painting	$160
3/10-13	Advanced Secretarial Techniques	$128
3/16-20	Assertiveness Training	$160
3/17-20	BIA Employee Performance Appraisal for Supervisors	$128
3/17-20	Office Management	$128
3/23-27	Defining Problems/Decision Making	$160
3/23-27	Road Maintenance	$160
3/24-27	Effective Letter Writing	$128
3/30-4/3	Communication Skills Workshop	$160
3/30-4/3	Water I-A	$160
3/30-4/3	Floors	$160

FOR FURTHER INFORMATION, WRITE OR CALL:

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